



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

October 17, 2023

**DIVISION MEMORANDUM**

No. 0468 s. 2023

**REMINDER ON THE SUBMISSION OF LIQUIDATION REPORTS FROM MARCH 2020  
TO SEPTEMBER 2022 AND UPDATING OF RECORDS FOR THE TRANSMITTALS**

To: Public Schools District Supervisors  
School Heads  
Administrative Officer II  
District Bookkeepers  
All Others Concerned

1. This is in connection to DM No. 301 s. 2023 – Reminder for the Submission of Liquidation Reports from March 2020 to September 2022 to the COA having the deadline last July 31, 2023, this office again reminds all District Bookkeepers of this submission.
2. Given the above, copies of transmittals or Annex A, acknowledged by COA are to be submitted to the respective CD Coordinators showing the following information:

Name of Bookkeeper in-charge
Name School and District
For Regular MOOE Fund: <ul style="list-style-type: none"><li>• <i>Applicable month and year</i></li></ul>
For Special Fund: <ul style="list-style-type: none"><li>• <i>Specify the fund purpose</i></li><li>• <i>Applicable year/school year</i></li></ul>

3. The Google sheet link provided below should be updated after submission to COA for validation:

CD 1 - <https://shorturl.ac/cd1-coatransmittals>

CD 2 - <https://shorturl.ac/cd2-coatransmittals>

CD 3 - <https://shorturl.ac/cd3-coatransmittals>

4. Immediate and wide dissemination of this memorandum is hereby directed.

**EVANGEL M. LUMINARIAS PhD CESO V**  
Schools Division Superintendent



Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
412-4938; (038) 411-2544 (038) 501-7550  
501-7550 email add: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)

